

## CLAIMS

1. (currently amended) A matter-centric document management system (DMS) comprising:
  - a processor programmed for setting up a matter file including a plurality of folders, each folder corresponding to a document type;
  - a processor programmed for automatically creating metadata data fields for a new document, when the new document is placed in a folder, the metadata data fields appropriate for the document type; and
  - a processor programmed for searching said matter file, wherein user-formulated queries are saved to said matter file, wherein said saved queries are browse-able and can be re-run at a user's option by selecting a query and wherein saved queries are associate-able with documents and folders.
2. (currently amended) The DMS of claim 1, further comprising:
  - a processor programmed for copying metadata to automatically fill in the metadata fields which correspond to metadata data fields in a parent folder.
3. (previously presented) The DMS of claim 1, further comprising:
  - a processor programmed for assigning a security level to the document, the security level corresponding to a security level of a parent folder.
4. (previously presented) The DMS of claim 1, further comprising:
  - a processor programmed for creating a new matter folder, wherein creating said new matter folder comprises:
    - receiving a matter type selection from a user, and creating a plurality of folders within the new matter folder, each folder corresponding to a document type.
5. (previously presented) The DMS of claim 4, wherein creating said new matter folder further comprises:

receiving a list of users for the new matter folder, and to adding the new matter folder to a My Matters folder for the list of users.

6. (previously presented) The DMS of claim 4, wherein creating said new matter folder further comprises:

generating an email address for the matter folder, the email address to receive emails and filing them in a correspondence folder in the matter folder.

7. (previously presented) The DMS of claim 6, wherein the email address comprises:

a display address closely related to a matter folder name; and an actual address corresponding to the display address, the actual address being a unique string.

8. (previously presented) The DMS of claim 1, further comprising:

a processor programmed for enabling a user to subscribe to a matter file, the subscription putting a copy of a matter file in the user's My Matters list.

9. (previously presented) The DMS of claim 8, wherein said user is enabled to subscribe to a matter file at a second level, wherein the subscription includes the matter file and documents and other folders.

10. (previously presented) The DMS of claim 8, wherein said user is enabled to subscribe to another user's subscription list and wherein the user may be granted rights to modify another user's subscription list.

11. (previously presented) The DMS of claim 1, further comprising a processor programmed for filing e-mails in an appropriate matter file.

12. (previously presented) The DMS of claim 11, further comprising a processor programmed for prompting a user to send a copy of an email to the matter folder.

13. (previously presented) The DMS of claim 1, further comprising a processor programmed for arranging the matter file into a taxonomy based on the metadata of the matter file.
14. (previously presented) The DMS of claim 1, further comprising a processor programmed for arranging the matter file into ontology based on attributes of the matter file.
15. (previously presented) The DMS of claim 1, further comprising a processor programmed for propagating the metadata of each of a plurality of objects into a matter folder in a hierarchical manner to simplify moving the objects into the matter folder.
16. (currently amended) A computerized method of implementing a matter-centric document management system comprising:
  - having a plurality of templates, each template designed to set up a matter file including a plurality of folders, each folder corresponding to a document type; and
  - setting up a matter file in response to a user request, the matter file including the plurality of folders; and
  - automatically creating metadata data fields for a new document filed in one of the plurality of folders in the matter file, the metadata data fields appropriate for the document type; and
  - saving user-formulated search queries to said matter file, wherein said saved queries are browse-able and can be re-run at a user's option by selecting a query and wherein saved queries are associate-able with documents and folders. .
17. (original) The method of claim 16, further comprising:
  - the document inheriting metadata information from the one of the plurality of folders into which the document is filed.
18. (original) The method of claim 17, wherein the inherited metadata is inferred.

19. (withdrawn) An apparatus comprising:
  - a server to maintain data; and
  - a user system to display a Workspace to a user, the workspace including a plurality of matter files, each matter file including a plurality of folders, each folder corresponding to a document type; and
  - an email interface to generate a matter folder email address, the email interface to receive emails directed to the matter folder email address and file them in a correspondence folder in the matter folder.
20. (withdrawn) The apparatus of claim 19, further comprising: attribute assignment logic to automatically create metadata data fields for a new document, when the new document is placed in a folder, the metadata fields appropriate for the document type.